University System of Maryland
Job Class Specification

TITLE: ARCHITECTURAL TECHNICIAN I   JOB CODE: N12AR1
FLSA: NONEXEMPT   JOB TYPE: SYSTEMWIDE
EEO6: H50   JOB FAMILY/SERIES: PHP DES
IPEDS-SOC: C-173011

APPROVED BY: EFFECTIVE DATE: 07/01/96
        Chancellor Donald N. Langenberg

JOB SUMMARY

Under general supervision, performs a variety of routine technical tasks in the planning, design, and construction of new and renovated facilities.

PRIMARY DUTIES

1. Assists in developing initial design concepts for proposed construction and renovation projects of limited scope and complexity. Assists Project Manager in coordinating civil, architectural, mechanical, structural and plumbing components.

2. Prepares outlines of design requirements for proposed projects such as layout of space, enhanced sketches, and user requirements.

3. Prepares architectural drawings and construction specifications following specific instructions.

4. Reviews shop drawings, plans, materials, specifications and makes field visits during construction to ensure adherence to contract documents and building codes.

5. Prepares and verifies cost estimates including time, labor, and materials for currrent and future projects.

6. Confers with others to resolve design issues as directed by supervisory personnel.

7. Operates office equipment including personal computers, graphic reproduction equipment and photocopiers.

Note: The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

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The USM Is An Equal Opportunity/Affirmative Action Employer

MINIMUM QUALIFICATIONS

EDUCATION: Bachelors degree in architecture.

EXPERIENCE: One year experience in architectural work.

OTHER:

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

Working knowledge of the principles, practices, and techniques of architectural drafting and of architectural technical design; of modern building construction methods and techniques; of materials used in building construction; of the building construction code. Ability to prepare preliminary architectural design from rough sketches and oral or written descriptions; to make complex mathematical computations involving algebra and geometry; to estimate construction costs and determine appropriate building materials to be used; to work effectively with professional architects, engineers, and others; to wear personal protective equipment; to communicate effectively both orally and in writing.

OTHER: Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Valid Maryland Noncommerical Class C or equivalent driver's license may be required.